

911 EMERGENCY CALL TAKER / DISPATCH

PRE-REGISTRATION INFORMATION

Step 1 DOCUMENT REQUIRED ELIGIBILITY

- Must be 18 years or older
- High School Diploma or High School Equivalency Diploma
- Must have valid driver's license and reliable transportation
- Must pass background check
- Keyboarding speed of 35 wpm at the time of Public Safety Testing. Need to pass 45wpm when they complete South Sound 911 Critical Test. This test is scheduled during the course of the class.
- 2 years' experience in law enforcement agency or 2 years' clerical experience involving considerable public contact and multi-tasking

Step 2 COMPLETE PRE-REGISTRATION STEPS

- Pre-register at www.cptc.coursestorm.com
- Attend one information session (February 22, March 8, March 22)
- Go to www.StartNextQuarter.org and complete survey to determine funding eligibility – Program is not eligible for traditional financial aid.

Step 3 REGISTER FOR PUBLIC SAFETY TESTING (PST):

Students must complete and pass Public Safety Testing prior to end of the class. The testing will be offered at Clover Park. Students must register with PST online at <https://www.publicsafetytesting.com/> The \$31 fee is included in the course tuition.

Step 4 COMPLETE REGISTRATION

- Approval of Instructor or Manager for Continuing Education required
- Complete enrollment online (link will be provided)
- Register in person on the CPTC Lakewood Campus, Building 19, Room 109A
- Pay tuition at time of registration or provide evidence of third party payment

PLEASE NOTE: Taking this course DOES NOT guarantee a position with South Sound 911. Employment opportunities with employers other than South Sound 911 will be explored in the class.

Clover Park Technical College

April 3 – June 20, 2017
Tu, Wed 6:00 – 9:00pm
& Thurs 6:00 – 8:30pm

Tuition: \$1,050.00
6 credits

Completion Award given
upon successful
completion of course.

Assistance with resume
and interview preparation
are included with the course.

Continuing Education

Hours: 8am – 5pm

Building 19; Suite 109
Lakewood Campus
4500 Steilacoom Blvd SW
Lakewood, WA 98499
Tel: 253-589-5575

www.cptc.edu/continuing-ed

Workforce Development – Continuing Education

| 253-589-5575 | ContinuingEd@cptc.edu

